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Class Specifications  
for the Class:

PRINT SHOP SUPERVISOR I

Duties Summary:

Supervises a printing shop which provides central printing and allied services or acts as a full assistant to a Print Shop Foreman II; advises on printing projects, cost estimates and related areas; and performs other duties as required.

Distinguishing Characteristics:

This class involves responsibility for planning and directing the day-to-day operations of a printing shop which provides various printing, duplicating and graphic arts services in a large agency or for serving as a full assistant to the Print Shop Foreman II in a correctional industries program. The work involves supervising the technical aspects of printing and other operations, and also includes responsibility for the quality of finished work, for meeting close deadlines and for setting priorities on jobs.

Examples of Duties:

Confers with purchasing agents, agency officials and other interested parties relative to printing projects, cost estimates, etc.; plans, lays out, organizes and controls print shop activities directly or through subordinate working supervisors; assigns work to subordinates; instructs and trains subordinates in work methods and the proper use of printing and duplicating machines and other related equipment; establishes and maintains production quotas to meet workload requirements; inspects work in progress and makes final inspections of finished products, taking remedial action to assure quality of work; prepares requisitions for materials and supplies; keeps abreast of developments in the printing field by reading periodicals and other literature and by making periodic visits to commercial establishment; makes recommendations for purchasing new equipment and major repair services. In addition, in a central print shop, supervises and carries out related activities such as graphic art work; obtains contract bids from commercial printers; authorizes changes in work shift, recommends overtime work and hires student help; and participates in planning major changes in policies, levels of service, etc., and submits requests for budget funds.

In a correctional industries program, serves as full assistant to shop foreman and assumes full responsibility for the operations

of the printing and bindery shops during the absence of the shop foreman; schedules and accompanies inmates in the delivery and pickup of raw materials and finished projects; controls the inventory of equipment and supplies materials and tools; maintains surveillance for contraband and weapons; evaluates the work, attitudes, etc., of residents; and prepares accident, disciplinary and other reports as necessary.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of supervision; methods, materials, equipment and tools used in printing shop work including platemaking, color processing and cost estimating; simple record keeping. In a correctional industries program, must have as a secondary requirement, knowledge and skill in applying penological theories, principles and techniques.

Ability to: Plan and direct the operations of a printing shop; confer with print shop users and advise on printing projects; estimate costs; compute and maintain accurate operational records of equipment, tools, materials, and production costs; and establish and maintain effective working relationship with others.

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This is an amendment to the class PRINT SHOP FOREMAN I approved on May 26, 1969.

APPROVED: 6/16/71 (for) s/David Luke  
JAMES H. TAKUSHI  
Director of Personnel Services

Note: Class title changed to PRINT SHOP SUPERVISOR I